



Department of Housing and Community Development

NOTIFICATION OF VACANCY

July 31, 2017

**Deputy Director of Operations
(General Administration Manager III)**

POSITION #00002

LOCATION:

**DHCD
600 East Main Street,
Suite 300
Richmond, Virginia 23219**

HIRING RANGE:

Negotiable up to \$120,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking a dynamic and experienced leader to create and maintain professional administrative operational support that fosters the ability of DHCD employees to provide high quality service across the Commonwealth. The administrative operational support includes budget, financial and accounting systems, audits, information technology, administrative and operational policies and procedures, human resource, procurement, public information and other business support functions. These services will be provided with a high degree of customer service recognizing that the employees of the Department are primary customers of the Division of Operations. The position is responsible for the strategic management and leadership of the Division and for furthering the agency's mission by advising the Director on operational and administrative matters including policy, procedures, strategic planning and performance measures.

QUALIFICATIONS GUIDE:

Considerable knowledge of public administration including financial, information technology, public relations, procurement, human resource systems and other administrative operations. Skilled in strategic management. Ability to develop and implement effective operational customer service strategies. Skilled in policy development, human resource management, finance and budget management, organizational development and overall administrative operations. Working knowledge of state and federal administrative laws and policies. Ability to research and analyze complex issues and to develop and implement innovative policies and programs. Ability to operate at a higher policy level with frequent interaction with senior state executive and legislative policy makers. Considerable knowledge of managing diverse and complex programs and budgets. Demonstrated ability and skill to negotiate sensitive issues, resolve problems, and effectively communicate both orally and in writing with all levels of government officials, client groups and the public. Strong interpersonal skills. Ability to work in a strong team environment. Considerable knowledge and ability in planning and directing the work of a diverse professional staff. Graduation from a college or university with a degree in public administration, business administration or related field. Experience in a management capacity in public service with administrative operations responsibilities. An equivalent combination of training and experience will be considered in lieu of educational requirements. An advanced degree is preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, AUGUST 18TH, 2017 AT 11:59 PM EST.

For additional information please contact our Human Resource Office, at (804) 371-7080

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
